Michigan Department of Treasury
Return Processing Division
Impact of Changes to MC 52 (Garnishment) Document

- **Proposed change of adding Line #5.**
  o The information on this line was previously located at the top of the document. The screens that Treasury uses to enter this information are programmed to be in a specific order based on the document and where information is located from the top to the bottom of the document. The information being proposed for Line #5 is the first information that is keyed from the document. By changing the location of this information, it would cause the data entry person to have to visually locate the line in the middle of the document, enter the information, and then visually go to the top of the document and continue entering the required information. Keying information in the order it appears on the form, is the most efficient method. Due to the high volume of garnishments being processed, this change would reduce efficiency and could impact timely processing.

  o Making changes to the Data Entry screen to accommodate the form change will require that Treasury submit a request for programming time and resources to make this change, and there would be a cost involved.

  o Treasury's Return Processing Division recommends that Line #5 remain at the top of the form as established on the current document. Additionally, it may be helpful to highlight (using bold text or other means) the instructional language "This portion to be completed by the court only." on the current form to ensure this area is completed properly.

Submitted by: Matt Rosendale, Manager
Data Management Section
Return Processing Division
Michigan Department of Treasury
517-636-4419